



# South Carolina Department of Insurance

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**MARK SANFORD**  
Governor

**ELEANOR KITZMAN**  
Director of Insurance

## Instructions for Purchasing Groups

Shown below is information which must be submitted for this Department's review. The Application must be completed and submitted by the Purchasing Group (the "Group").

Please be certain: 1) that an agency shown in Item 6A of the Application is licensed in South Carolina; 2) that an agent shown in Item 6B of the Application is licensed with the insurer or registered risk retention group shown in Item 12 of the Application; 3) that a broker shown in Item 6B of the Application is licensed as a broker in South Carolina; and 4) to show in Item 12 of the Application the licensed insurer, registered risk retention group, or approved eligible surplus lines insurer in South Carolina from which the Group intends to purchase liability insurance.

1. SCID Form 1032 - "Application for Registration as a Purchasing Group".
2. SCID Form 1033 - "Appointment of Attorney to Accept Service".
3. A copy of its Certificate of Authority/Registration from its domiciliary insurance department.

Should you have any questions regarding this matter, please do not hesitate to contact Mary Alice Floyd or Tim Campbell at (803) 737-6221 .